

RAJAKUMARI M

Contact no: +919597546681

Email: rajakumari1662016@gmail.com

OBJECTIVE:

To attain professional excellence at work place and do justice to my in a growth-oriented organization, which offers diverse job responsibility in supplier and internal management oriented process and will fully utilize both my technical and managerial abilities.

EDUCATIONAL QUALIFICATION:

- Diploma in Modern Office Practice, at Arasan Ganesan Polytechnic college, Sivakasi, April -2012

ORGANIZATION EXPERIENCE:

- At present working as an Executive - Purchase in Sundaram Auto components Ltd, Hosur (TVS Group) from June 2012 to till date.

ORGANIZATION PROFILE:

Sundaram Auto Components Ltd is one of the leading Plastic Injection moulding manufacturer for two wheeler, three wheeler & four wheeler segments. Following the practice of TQM, KAIZEN and DWM.

The company has supplying major parts to automobiles & Consumer parts to TVSM, FORD, AVTEC, HYUNDAI, TATA, AUTOLIV and ASHOK LEYLAND.

KEY RESPONSIBILITY AREAS:

- Material Requirement planning
- Schedule releasing to vendors
- Re-order level fixing & monitoring
- Releasing of purchase orders
- Delivery schedule follow-up
- Vendor payment allocation & follow-up
- Logistics co-ordination
- ECM Documentation

ROLES AND RESPONSIBILITY

- Responsible for RFQ for consumables, spares and other R&M materials.
- Receiving the indent / offer from various vendor for the material
- Compare the various offers & finalize the competitive quote
- Releasing the purchase order
- Releasing the schedule agreement for regular consumable materials.
- Fixing the re-order level & monitoring
- EMQ fixing for Regular material.
- Scheduling the delivery for regular consumables
- Inventory monitoring based on ABS analysis
- Material requirement planning based on the sales plan for Direct the

SKILLS:

- Working knowledge in SAP MM module
- Knowledge in FIFO, Kanban, JIT and Inventory control
- Document updation in QMS and monitoring
- Documentation knowledge of ISO/ TS 16949: 2000 and EMS 14001 systems

PROFESSIONAL TRAINING:

- Training on TS-16949
- Training on Basic Injection Moulding Process
- Training on Supplier management
- Training on Quality Management Systems
- Training on 7 QC tools & QC story

STRENGTH:

- Positive attitude
- Leadership

- Team work
- Communication
- Self confidence

PERSONAL PROFILE:

Father's Name : R.Mareeswaran
Date of Birth : 25.05.1992
Marital Status : Married
Languages Known : Tamil, English.

DECLARATION:

I hereby declared that above the details furnished are true to the best of my knowledge.

Date :

Place : Hosur

(Rajakumari M)